


**CALIFORNIA AGRICULTURAL EDUCATION
RECORD BOOK**

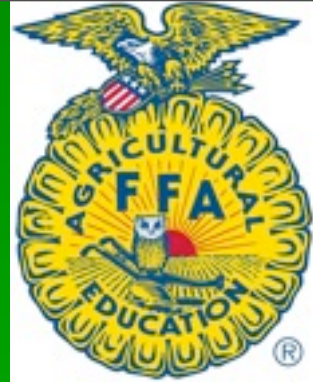


Name Barbara Rose
School Approval High School
Chapter Approval FFA
Year in Agriculture Second
Record Book for Year Beginning Jan. 1, 20 03
Ending Dec. 31, 20 03
Instructor(s) Mr. Goodperson
Ms. Care

Completing your FFA Record

By: Jessica Forster

Record Book Intro



- ☐ The Record Book is essential for keeping up to date records on all of your projects
- ☐ A single entry accrual based system
 - ☐ Events are recorded when they happen, not when money changes hands

Tips for a good record book

- ☐ Be neat!
 - ☐ Your book is a reflection of you
- ☐ Always use pencil except on the cover and in business agreements
- ☐ Keep your records current
 - ☐ It is always harder to play catch up
- ☐ Be detailed



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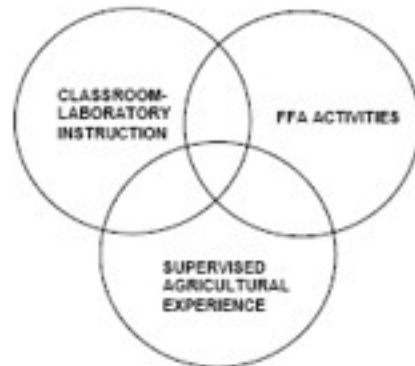
Contains Information for the Following Enterprises:

- (A) Market Swine
- (B) Landscape Maintenance
- (C) Breeding Swine
- (D) Jones Nursery

Components of an Agricultural Education Program

They all fit together in harmony. One cannot function properly without the others.

A complete Agricultural Education Program includes each



First Page

- ❑ Lists all enterprises for the current record book
- ❑ Contains the 3 components of Ag Education

Calendar of Events and Operations



- ☐ Keeps track of dates and activities that are important to you
- ☐ Will be used to help you make management decisions in the future
- ☐ Keep your entries short and to the point
- ☐ Be specific when entering events
- ☐ Keep all entries relevant to your project and school events

Business Agreements

- ☐ Must be completed before a project begins
- ☐ Acts as a legal and binding document
- ☐ There are two types of agreements: Ownership and Placement
- ☐ If you have over 50 hours of unpaid labor a business agreement is also required
- ☐ Your specific agreement depends on your individual project, and will be determined in the coming weeks

Business Agreements

□ Each Business Agreement should address the following:

- Equipment
- Land
- Buildings
- Money
- Management

□ Profit or Loss



BUDGET

The budget is your best estimate of income and expenses to determine net income. The budget is to be completed before the start of the enterprise.

All numerical entries should be rounded to the nearest whole dollar. Do not record decimal or cents.

ESTIMATED EXPENSES	ENTERPRISES			
	(A) Market Sows	(B) Landscape Maint	(C) Breeding Sows	(D) Jones Nursery
1 Pen Rent	25		25	
2 Equipment Rent		44		
3 Interest on loans	5			
4 Depreciation on shears and loppers		7		
5 Depreciation on hedge shears		8		
6 Misc. to maintain rewer		40		
7 Market pig purchase	150			
8 Grooming and shoe supplies	45		75	
9 Medical Supplies	10		75	
10 Fair entry	5		24	
11 Feed	100		250	
12 Rubber boots and gloves				25
13				
14				
15 TOTAL ESTIMATED EXPENSES (add 1 through 14)	359	99	449	25

ESTIMATED INCOME	ENTERPRISES			
	(A)	(B)	(C)	(D)
16 2 Pigs (ave \$1.20/lb 240 lbs)	504			
17 Sale of 10 piglets @ \$50 each			500	
18 Work 18 hrs/week @ \$7.00/hr for 10 months				5,040
19 5 sows maintained @ \$100/gain		500		
20				
21 TOTAL ESTIMATED INCOME (add 16 through 20)	504	500	500	5,040
22 TOTAL ESTIMATED EXPENSES (from line 15 above)	359	99	449	25
23 ESTIMATED NET INCOME (Line 21 minus line 22)	145	401	51	5,015

Budgets

□ The budget is an estimate of how much your project will cost to operate and what your income will be.

□ A budget is essential when borrowing from a bank for your project.

Rules for completing a budget

- ☐ Always complete your budget before you begin a project to see if it will be profitable.
- ☐ Always use realistic figures to ensure that your budget is as close to actual costs and income.
- ☐ Use only whole numbers in the budget.
- ☐ Always round up if figures are at or above .5 and down if at or below .49
- ☐ Do not use any \$, \$, or zeros!

Things that DO go into a Budget:

- ☐ Gross wages
- ☐ Interest payments on any loans
- ☐ Costs of any repairs
- ☐ Entry fees for fairs
- ☐ Gas for a ownership enterprise

Things that DO NOT go into a Budget:



- ☐ Taxes
- ☐ Gas to and from work
- ☐ Materials used to build something new
- ☐ Principal payments on loans
- ☐ The cost of anything which will last longer than 1 year

Journal Pages

- ☐ The journal is a record of any activities related to your projects
- ☐ This will be used to complete your Income Summary at the end of the year
- ☐ Journal pages include:
 - ☐ Income
 - ☐ Expenses
 - ☐ Hours – both paid and unpaid

Rules for a successful Journal

- ☐ Update your journal as often as possible, preferable on a weekly basis
- ☐ Nothing can be given to you for free or exchanged - if this occurs always assign a dollar value to the items

In the coming weeks we will be completing a journal problem so that you can learn how to successfully complete a journal page and carry your data to the next month in the record book

Rules for completing a Journal

- ☐ Always use exact numbers
- ☐ Always round up your hours - never enter minutes in the journal
- ☐ Do not use any ¢, \$, or zeros!
- ☐ Double check all calculations before carrying over to the next month

Things that DO go into a Journal:

- ☐ Gross wages
- ☐ Interest on any loans
- ☐ Gifts you receive as an expense
- ☐ Gifts you give as income
- ☐ Gas for an ownership enterprise
- ☐ Materials to repair something
- ☐ Hours to build anything

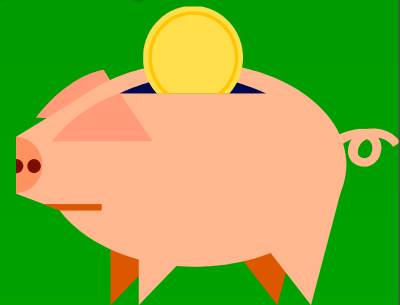
Things that DO NOT go into a Journal:

- ☐ The purchase of anything which will last longer than 1 year
- ☐ Taxes
- ☐ FFA jackets, scarves, ties, etc
- ☐ Gas to and from work
- ☐ Materials used to build something new
- ☐ Principal payments on loans
- ☐ When an animal dies



Financial Statement

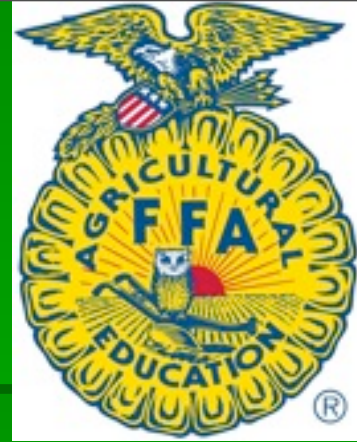
- ❑ This is used to give a summary of your financial standing at any one time
- ❑ The financial statement is also an indicator of how successful your projects have been during the year
- ❑ Updated at the beginning and end of the year with information from your project and personal assets



Income Summary

- ☐ This is used to summarize your project at the end of the year
- ☐ Because the income summary is completed using other pages of your record book, you must complete the rest of your record book prior to working on the income summary
- ☐ This page can be completed by following the instructions on the page

FFA Activities



- ☐ Keeps track of any and all FFA activities that you participate in
- ☐ Contains only information from this year
- ☐ Includes:
 - ☐ Degrees you receive
 - ☐ Offices held or committees involved in
 - ☐ Parliamentary Procedure skills
 - ☐ Speaking engagements

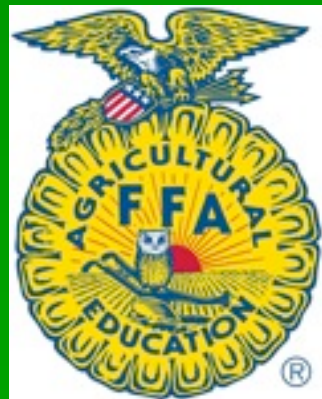
FFA Activities at the Chapter Level



- ☐ Update this page as often as possible
- ☐ This page keeps track of all FFA activities you may be involved in which are chapter level activities
- ☐ Includes the date, a brief description, and your placing or duties at the activity

FFA Activities above the Chapter Level

- ☐ Update this page as often as possible.
- ☐ Keeps track of all FFA activities you may be involved in which are not chapter level activities.
- ☐ Includes the date, a brief description, your placing or duties at the activity, and the level.
 - ☐ Levels are either Sectional, Regional, State or National



Community Service and

- ☐ Update this page as often as possible
- ☐ Keeps track of any community service and school activities you participate in during the year
- ☐ Includes the date, a brief description, a check for either school or community service, and the hours of community service completed



Additional pages you may need to complete include:

- ☐ A Loan Payment Summary

- ☐ Necessary if you need to take out a loan to fund your project

- ☐ Accounts Receivable and Accounts Payable

- ☐ Necessary if you owe someone money or if someone owes you money

- ☐ Contribution to Support of Family

- ☐ Necessary if you use income from your projects to help support your family

Additional pages you may need to complete include:

- ☐ Current Non-Depreciable Property Inventory
 - ☐ Includes feed, medicine, livestock you intend to sell, etc which remain from the previous year
- ☐ Non-Current, Non-Depreciable Property Inventory
 - ☐ Includes breeding livestock you have raised and land
- ☐ Depreciable Property Inventory
 - ☐ Includes equipment, vehicles, breeding animals, buildings, crops, trees, and vineyards which will last longer than one year

Your FFA Record Book is an integral part of the FFA program and your agricultural science classes.

In order to help you complete you Record Book successfully, time will be provided in class for you to work on your Record Books and to answer any questions you may have.